

Hillcrest Hall Hire and Information

Hillcrest Scout Group

P .O. Box 13115

Hillcrest

Hamilton 3251

hillcresthallmanager@gmail.com

Facilities

Main Den Area

1. Tables and chairs
2. Small kitchen
3. Hot Water Cylinder
4. Toilets
5. Fridge/Freezer

Physical Address of Hillcrest Scout Den

Hillcrest Scout Den is located in the middle of the bush area Hillcrest Park off Master Ave, Hillcrest, Hamilton.

Parking is available in the Hillcrest Park Car park off Masters Ave.

Accessing the Building

Upon approval of hall hire the Hall Manager will arrange to meet you at the Den and provide you with the relevant key. The Hall Manager will also provide you with an alarm code.

Fees and Conditions of Hire

All facilities:

Hourly Fee - \$25.00

Day Fee - \$100.00

Bond:

\$100.00 to be paid upon confirmation of booking.

The Bond is made up of \$60.00 for the Den Key and \$40.00 for the Den

Upon return of the Key and the Den passing final inspection your Bond will be returned.

Bookings:

- 1) Bookings are to be a minimum of 1 hour.
- 1) The Hirer must state the type of activity and or event to take place and use the Den only for that purpose.
- 2) If you need to change your booking (date, times, contacts, address, etc) you must contact the Hillcrest Scout Group Hall Manager at hillcresthallmanager@gmail.com
- 3) Set up and pack up must be included in the hire period.
- 4) The hirer must adhere strictly to the hire period, if not this will result in additional charges.

Regular Hire

- 1) A hirer who has more than 10 confirmed bookings within the Scouting financial year.
- 2) The regular hirer may pay the total annual fee for all of its booking with a financial year.
 - a. At the time the booking is confirmed
 - b. By regular installments in which periodic invoices will be sent out
- 3) Regular Hires must rebook with Hillcrest Scout Group Hall Manager for new and continued use each financial year.
- 4) Hillcrest Scout Group cannot guarantee renewal of existing Regular Hire arrangements each financial year.
- 5) Regular Hires maybe asked to relinquish one or more of their booking if Hillcrest Scout Group requires use of the Den.
- 6) Regular Hires will be charged a \$100.00 bond. Refundable upon key return and Passed Den inspection.
- 7) A Key will be supplied to Regular Hires. If lost or damaged \$60.00 will be withheld from the Bond.

Casual Hire

- 1) A Casual hirer is one who has less that 10 confirmed bookings within the Scouting NZ financial year.
- 2) To confirm a booking the hirer must do one of the following with 4 days of making the booking:
 - a. Accept these terms and conditions
 - b. Make full payment of the relevant Den hire price.
- 3) If full payment has not been made within 10 days after the booking confirmed, the booking will be cancelled.
- 4) Upon making payment to Hillcrest Scout Group you are agreeing to these terms and conditions.

Payment

- 1) All fees and charges quoted at the time are deemed true and correct and are subject to change at the discretion of Hillcrest Scout Group Committee.
- 2) Regular Hires maybe invoiced monthly
- 3) Casual Hires are required to have payment in full with 10 days of confirmation.
- 4) Payment is made to Westpac Bank, SANZ Hillcrest Scout Group 03-1559-0044447-00 reference you name – event – date of hirage (eg Bob Smith – Cheerleaders – 29 to 28 0516).
- 5) Please inform our treasurer (hillcrestscoutgroup@gmail.com) when you make the payment.

Liability

- 1) That I/We will be responsible for any loss or damage sustained to the Den, its facilities or equipment caused by us or any other person attending our event.
- 2) Hillcrest Scout Group does not accept responsibility for loss or damage of clients' personal property located in the Den or its outdoor environment.

Health & Safety

- 1) The responsibility for the enforcement of health and safety procedures while the Den is in use is the responsibility of the Hirer.
- 2) Hillcrest Scout Group accepts no responsibility for any injury to persons while using the hall or its outdoor environment. That all responsibility for security rests with the hirer.
- 3) Any hazard the hirer may encounter as a result of any activity or physical condition must be reported immediately to the relevant emergency service and also Hillcrest Hall Manager (hillcresthallmanager@gmail.com)
- 4) In case of an injury or near miss an Incident Report must be filled out – copy given to Hillcrest Hall Manager (hillcresthallmanager@gmail.com)
- 5) It is the responsibility of the Hirer to provide all their First Aid Supplies.
- 6) The Hirer is to appoint a Fire Warden for the duration of hirage.

Cleaning & Rubbish

- 1) The Den and surrounding area are non-smoking.
- 2) The Hillcrest Den and surrounding areas be cleaned and tidied to the same standard as to that which they were presented in, and all rubbish removed. This includes: Sweeping and/or mopping all floors in the hall, kitchen and bathrooms. Cleaning & disinfecting basins and toilets

Financial Liability

Any breakages are to be paid for (or the excess paid) by the hiring group.

Alcohol

If Alcohol is to be consumed or present on the premises all rules and regulations of the all relevant licenses need to be obtained from the Liquor license authority. Need to be adhered to

If the hiring group intends to sell alcohol at a function using the Scout Hall a Special License must be obtained from the District Licensing Authority, Hamilton City council. An application must be lodged at least 30 working days before the function. For further information search Liquor Licensing on the Hamilton City Council website (<http://www.hamilton.co.nz>).

Hirage Contract

Please return a signed and dated copy to the Hillcrest Scout Group Hall Manager
(hillcresthallmanager@gmail.com)

Hiring Group:

Group or event name: _____

Name: _____ Signature: _____

Phone: _____

Date: _____

Hall Manager:

Bond and Hire fee received YES / NO

Hillcrest Hall Manager: _____ Signature: _____

Final Inspection Notes:

Passed

Date: _____

Failed

Key Returned

Premises and facilities checked by: _____